



# GOOD LABOUR PRACTICES

## GOOD LABOUR PRACTICES (GLP) TRAINING AND CAPACITY BUILDING PROGRAMME OVERVIEW FOR SHRIMP AND SEAFOOD PROCESSING SECTOR IN THAILAND

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## PART I. THE GLP PROGRAMME INTRODUCTION

Thai fisheries industry is of vital importance to Thailand's economy. The labour intensive industry is responsible for producing a significant portion of the country's global exports, much of which is targeted at the US and EU markets. By some estimate, the industry provides employment for more than 650,000 workers in various sectors including fishing, processing and related services. The conditions faced by these workers, many of which originate from neighbouring countries, can significantly vary from sector to sector and employer to employer.

The GLP programme is a combination of activities promoting understanding and principles of good labour practices through development of series of industry specific labour compliance and good practices guidelines and other supportive guidance materials to industry members. Their dissemination and application are promoted by Government, industry and workers organizations and NGO's active in the sector. The application of the GLP guidelines is promoted through capacity building and training programme that is customized to fit with the industry needs.

Shrimp and seafood processing/packing factories and primary processing enterprises both formal and informal are provided assistance through the GLP training programme to understand, internalize and effectively implement the GLP principles and standards. The GLP Guidelines are a combination of existing standards derived from Thai labour laws and regulations and from international labour standards. Good practices are based on international experiences and Thai factories own initiatives and experiences.

The GLP guidelines development process has been organized jointly between DLPW as the mandated agency on labour matters and DOF as the technical agency supporting fisheries industry. A joint task force has been set up to oversee the technical development process with the secretariat being jointly managed by DLPW and DOF. The GLP guidelines are issued through Ministerial Notification by DLPW.

## Key Contents and Principles of the GLP Guidelines

- The core labour standards included in the GLP comprise of standards related to Child Labour, Forced Labour, Discrimination and Freedom of Association and Collective Bargaining. Working conditions issues related to compensation, contracts and human resources, working time, occupational safety and health (OSH) and worker welfare are equally included.
- The GLP emphasizes systematic approaches to managing labour issues in particular through use of human resource (HR) management systems and OSH management systems. Both of these are instrumental in addressing child labour and forced labour and in countering people smuggling and trafficking related crimes. The use of appropriate OSH management systems contributes to protection of young workers (15 to 17 years of age) from hazardous child labour and generally helps to provide a safe and productive working environment for young workers and adults alike.
- The details and contents of the GLP Guidelines are varied according to the types of operations from farms, primary processing (informal and formal) and packing/processing factories with consideration given to the level of scale and formality of the business.
- The OSH part covers legal requirements including managing safety and health, safe chemical use, machine safety work station and organization of work, work environment (including temperature, ventilation, noise and lighting), emergency and accident preparedness and general workers welfare and facilities such As concerning workplace hygiene and sanitation. OSH management system approach and use of risk assessments to improve the protection and prevention of workplace incidents and accidents is promoted.
- The GLP guidelines and the training programme takes into account the special needs of young workers and looks at gender specific workplace issues such as maternity protection, anti-harassment and policies for non-discrimination.

## **GOOD LABOUR PRACTICES TRAINING PROGRAMME COVERAGE**



## PART II: TRAINING AND CAPACITY BUILDING PROCESS

The GLP guidelines are supported by a training programme aimed at assisting individual businesses to apply the GLP guidance and to improve working conditions at the enterprise level. The training programme seeks to help participating businesses to address specific problems they have, encourage the involvement of workers in providing solutions to workplace level issues and to overall positively influence higher industry wide labour standards in the processing sector.

***Special attention is given to areas of child labour, forced labor and non-discrimination and protection of migrant workers including addressing and countering situation that arise from people smuggling and trafficking resulting into debt bondage and forced labour situations.***

The program is structured so that critical areas of labour rights issues in the supply chain of shrimp and seafood processing industry are addressed and workplaces become more equipped to be in compliance with Thai laws and international labour standards.

### GLP for the Primary Processing workplaces

- Orientation to GLP,
- Self-Assessment
- 2-day GLP training module
- Workplace improvement Plan
- Follow-up module (improvements made, medium and long term issues)

### GLP for Processing/Packing Factories

- Orientation to GLP
- Fundamental Labour Rights
- Human Resource Management
- Working Conditions and Workplace Cooperation
- Occupational Health and Safety
- Corrective Action and Follow-up

## Management System Approach

- As the GLP training programme focuses on continual workplace improvement management system emphasis becomes as essential part of the GLP with attention given in particular to HR management and OSH. These two areas of work cover key consideration related to child labour and forced labour and also strengthen the ability of the industry to engage on fair recruitment practices and counter use of illegal migrant workers and trafficking related offenses. Appropriate OSH practices protect young workers from being subject to hazardous working conditions and provide for safe and productive working conditions for young workers of legal age.
- Management system approach includes and puts spotlight on policies and procedures, and mechanisms for their implementation. Involvement of management and workers and oversight mechanism to measure the performance and outcomes of these systems are also included.
- Another essential part of the GLP training is to emphasize joint problem-solving processes to ensure that issues or problems raised are addressed and effectively solved through the joint efforts of employers and workers in the workplace.

## Advocacy and Awareness

- GLP training programme also contains and strong basic approach of awareness raising and training on key child labour and forced labour issues aimed to influence small and micro level workplaces that are less regulated and often very informal in nature.
- Training approaches related to informal shrimp and seafood processing workplaces are customized to the situation in the community and will have an additional element of community engagement and outreach in order to account for the living and working situations of the workers and their families. This area of work is coordinated with local Government and NGO's active in the area as it goes beyond workplace practices.

## Expected Outcomes of GLP Training Programme

- Selected primary processing and packing/processing enterprises and factories in seafood and shrimp processing industry receive GLP training, with an assessment of key areas for improvement and facilitated development of a workplace improvement plan.
- The trained enterprises are equipped to use the GLP training process to continuously improve their working conditions through the workplace improvement plans.
- Group of GLP trainers from industry and Government have been provided capacity and skills to provide GLP training
- TFFA and TFPA as key industry associations will have increased capacity to part take, organize and run GLP related training and their labour advisers will have ability to promote continual improvement of working conditions and labour protection in the workplaces
- DOF and DLPW assigned staff will be equipped to support the GLP training as resource persons and provide problem solving services to the industry through referral processes and through addressing complaints.
- Workers are aware of the GLP guidelines, they have improved understanding of their rights and responsibilities and the GLP training process. Workers are able to voice their concerns through established complaint mechanism.

## **GLP Training outline for primary processing and packing/processing sectors**

### **A: Primary Processing Workplaces**

- For the primary processing enterprises that are linked to the TFFA and TFPA and export markets, training will be connected to industry policies and industry self-regulation efforts.
- For the primary processing enterprises that are informal training will be supported by local government and linked to Provincial labour improvement programmes.
- Both will be supported by DLPW and DOF.
- The 2-day GLP training program includes self-benchmarking and a workplace improvement process
- The primary processing units with link to TFFA are trained by trainers from their factories who will also do the follow up visit to ensure improvements are made as planned.
- The primary processing units without link to TFFA are trained by trainers from TFFA, TFPA, DOF and DLPW. Follow up visits to ensure improvements are made as planned will be conducted by local Government and DOF and DLPW.
- Additional advocacy and outreach services are provided by workers organizations and NGOs' working on labour issues in the sector.

### **Training Curriculum (2-day program)**

#### **Day 1: Core Labour Standard and Human Resource Management**

- Child Labour (age verification)
- Forced Labour
- Discrimination
- Recruitment and contracts

#### **Day 2: Working Conditions and Workplace Cooperation**

- Compensation and Benefits
- Occupational Safety and Health
- Effective Communication and Workplace Communication
- Migrant Welfare

### ***Follow –up module***

*A process to follow-up on key areas of improvement and to provide additional guidance is provided after the training.*

#### ***B: Packing/Processing Factories***

- For packing/processing factory level, the GLP guidelines and capacity building programme takes a starting principle that as formal workplaces there is a higher level of awareness and understanding of the labour law and its application and that all the enterprises in this sector are formally registered with competent authorities and subject to Government controls for labour, hygiene, public health and environmental issues.
- The focus of the GLP guidelines are not so much to reiterate the existing laws but to use the factories own competencies and management systems and to provide a facilitated process that will ensure that the fundamental labour rights related issues are well understood and applied in relation to how the factory manages its workforce, communications and cooperation with workers, solving problems together and in dealing with occupational safety and health related issues.
- The key issues covered concern child labour, forced labour and generally migrant workers protection.
- At the initial stages of the GLP training programme the training will be used to identify competent and skilled HR, OSH and other managers who can be recruited to participate in echo training processes down the supply chain to help in the capacity building and training programme operated at the level of the informal primary processing levels.

## **Training Curriculum (5-day program)**

### **Day 1: Fundamental Labour Rights**

- Child Labor
- Forced Labor
- Discrimination
- Freedom of Association and Collective Bargaining

### **Day 2: Human Resource Management**

- **Human Resource Management Systems**
  - Management functions
    1. Policy and procedures
    2. Planning and implementation
    3. Training
    4. Communication and participation
    5. Records (documentation)
  - Employment
    1. Hiring and recruitment
    2. Orientation and training
    3. Disciplinary practices
    4. Grievance system
    5. Promotion and demotion
    6. Termination and retrenchment

### **Day 3: Working Conditions and Workplace Cooperation**

#### **Working Conditions**

- **Wages and Compensation**
- **Working hours**
- **Migrant Welfare**

#### **Effective Communication and Workplace Cooperation**

- **Effective Communication**
- **Workplace cooperation**
- **Listen to worker's voice**

## **Day 4: Occupational Health and Safety**

### **Occupational safety and health**

- o OSH Management System
  1. Policy
  2. Procedure
  3. Risk assessment, recording and reporting
  4. Implementation and protection of young workers
  5. Communication/Training
  6. Oversight Mechanism
- o OSH issues related with the different operations in the supply chain

## **Day 5: Principles of continuing improvement**

- Workplace improvement Planning
- Joint problem-solving mechanism
- Communications for Change

## **Follow –up module**

*A process to follow-up on key areas of improvement and to provide additional guidance is conducted after the training.*



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